

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TECH, MGMT AND BUDGET - MB
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Office of Support Services
<b>4. Civil Service Position Code Description</b> Departmental Analyst-E	<b>10. Division</b> Records Management Services
<b>5. Working Title (What the agency calls the position)</b> Imagining Services Analyst	<b>11. Section</b> Records Center
<b>6. Name and Position Code Description of Direct Supervisor</b> WESTON, JESSICA A; DEPARTMENTAL MANAGER-3	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> SAMPLE, BRICE; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 3400 N. Grand River Ave., Lansing, MI 48906 / Monday - Friday; 7:30 am to 4:00 pm
<b>14. General Summary of Function/Purpose of Position</b> Works with state agencies on all records management needs, including analysis and design, and implementation of records systems. Serves as a liaison to agencies to answer inquiries, resolve problems, and provide guidance in records management issues.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

**Duty 1**

**General Summary:** **Percentage: 60**

Analysis, Design, and Implementation of Records Systems

**Individual tasks related to the duty:**

- Analyze records systems including assisting with retention requirements of the records for the purpose of determining the appropriate media and system to manage the information. Activities could include the design of a new records system, including assisting with implementation of Electronic Document Management Systems
- Performs tasks necessary to ensure the successful implementation of records systems. This could include developing indexing criteria, coordinating cultural change issues, system migration, system testing, and any necessary customer service and follow-up system implementation support. Also assisting with determining retention requirements, selecting appropriate media, and coordinating efforts with vendors or IT
- Working cooperatively on configuration and maintenance of electronic document management systems managed by RMS
- Assisting with the coordination of project efforts with vendors or IT

**Duty 2**

**General Summary:** **Percentage: 20**

Training, Marketing, and Demonstrations

**Individual tasks related to the duty:**

- Assisting with training of State of Michigan employees on a variety of Records Management topics, including Imaging Best Practices and document management system end user training
- Electronic document management system marketing presentations and demonstrations for interested State of Michigan Agencies
- Advising agencies on imaging best practices and assisting with imaging projects

**Duty 3**

**General Summary:** **Percentage: 15**

Internal Application Maintenance

**Individual tasks related to the duty:**

- Assisting IT in the maintenance, upgrading, and troubleshooting of RMS owned systems.
- Participating in system governance and configuration tasks.

**Duty 4**

**General Summary:** **Percentage: 5**

Writing Retention and Disposal Schedules

**Individual tasks related to the duty:**

- Writing Retention and Disposal Schedules for State of Michigan Agencies and local governments.
- File plan and filing system design and consulting

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Recommend record-keeping solutions to state agencies, including determining retention requirements and selecting appropriate media and systems. Design recordkeeping configuration for state agencies. Recommend imaging conversion solutions to state and local agencies. Diagnose and develop solution for state agency software end user problems and needs.

17. Describe the types of decisions that require the supervisor's review.

Sign off on service charters before beginning implementation with a new agency. Sign off on proposed configuration of recordkeeping systems. Signoff on all expenditures.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Standard office environment with extended computer use. Minimal box lifting (30+ lbs.).

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

**Additional Subordinates**

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |   |                                    |   |                                   |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work.                      |
| N | Provide formal written counseling. | N | Approve work.                     |
| N | Approve leave requests.            | N | Review work.                      |
| N | Approve time and attendance.       | N | Provide guidance on work methods. |
| N | Orally reprimand.                  | N | Train employees in the work.      |

**22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?**

Yes

**23. What are the essential functions of this position?**

Works with state agencies on all records management needs, including analysis and design, and implementation of records systems. Serves as a liaison to agencies to answer inquiries, resolve problems, and provide guidance in records management issues.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

New position

**25. What is the function of the work area and how does this position fit into that function?**

- State electronic document management application configuration and maintenance and/or digital image format for state and local government
- Development and oversight of work under contract to convert recorded information to microfilm and/or digital image format for state and local government.
- Equipment / software recommendations
- Writing state standards and guidelines

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Possession of a bachelor's degree in any major.

**EXPERIENCE:**

**Departmental Analyst 9**

No specific type or amount is required.

**Departmental Analyst 10**

One year of professional experience.

**Departmental Analyst P11**

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

**Alternate Education and Experience**

**Departmental Analyst 9 - 12**

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of Records Management is required, state government knowledge is helpful. Must have the ability to effectively communicate and negotiate.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Certification as a Certified Records Analyst or other information governance credential is desirable.

**NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.**

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

***I certify that the entries on these pages are accurate and complete.***

STACI ERICKSON

3/30/2026

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date